

# CAPEL PARISH COUNCIL

[www.capel-pc.org.uk](http://www.capel-pc.org.uk)

Louise Goldsmith – Clerk  
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To: Cllrs: Rich (Chair), Saunders, Sawyer & Young

You ARE HEREBY SUMMONED to a **MEETING** of the **STAFF, OFFICE AND ADMIN COMMITTEE** to be held in Capel Village Hall, Falmouth Place, Five Oak Green at **7.30pm on Thursday 19 October 2023** when it is proposed to transact the business shown in the agenda below.

The Meeting will be open to the press and public. (*Public Bodies (Admission to Meetings) Act 1960*)

*Louise Goldsmith*

Clerk

Date of Issue: 12 October 2023

## AGENDA

Minute No    Agenda No

- 1) **ADMINISTRATION:** Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
- 92            2) **APOLOGIES:** To receive and accept apologies for absence. (*LGA 1972 s85 (1)*)
- 93            3) **DECLARATIONS OF INTEREST:** To receive declarations of pecuniary and non-pecuniary interests.
- 94            4) **APPROVAL OF MINUTES:** Minutes of the meeting held on the 15 June 2023 to be signed as a true and accurate record.
- 95            5) **OPEN SESSION:** To adjourn the meeting to enable any members of the public present to address the Council.
- 96            6) **CLERK**  
Renumeration: To discuss one increment increase to SCP 25  
Annual Leave: Dates 2024
- 97            7) **Website:** To discuss upgrading the website
- 98            8) **PARISH OFFICE**  
Photocopier: To discuss a replacement photocopier  
Meeting Dates 2024
- 99            9) **TRAINING**  
To discuss any training needs
- 100           10) **DATE OF THE NEXT MEETING:**  
Thursday 18 January 2024 at 7.30pm

